DoD Personnel Security Adjudicator Certification Program

The Department of Defense (DoD) Personnel Security Adjudicator Certification Program (ACP) has been designed to certify and to maintain over time the competency of members of the DoD adjudicator workforce. The goal of the DoD is that all DoD personnel security adjudicators be fully qualified for their work and formally certified.

Candidates for certification must successfully complete the two-course program of instruction provided by the Defense Security Service Academy (DSSA) or their equivalent and complete specific experience requirements.

Certification of a DoD Personnel Security Adjudicator is based on successful performance on two certification tests. To maintain certification, adjudicators will be required to complete continuing professional education.

Once certified, adjudicators who perform due process actions may qualify for an additional credential for the performance of these actions.

ACP Course Requirements

Introduction to DoD Personnel Security Adjudication Course (PS001.08)
This independent study course, which is delivered online through DSSA website, provides basic knowledge of the major components of the DoD Personnel Security Program and introduces key concepts that are discussed in the subsequent instructor-led courses.

DoD Personnel Security Adjudication Course (PS101.01)
This instructor-led course covers personnel security program fundamentals, such as laws and regulations, personnel security investigations, and security clearances. It reviews the process for making personnel security determinations, and covers how to identify suitability issues requiring further investigation.

Additional ACP Requirements

Verification of Experience Requirements
Following successful completion of the three-course program of instruction provided by the DSSA, an adjudicator must fulfill various experience requirements before being scheduled to take the two certification tests. Completion of the experience requirements must be documented by adjudicators and verified by their supervisors.

Knowledge Test and Practical Judgment Test
Once adjudicators have completed all training and experience requirements, they must successfully pass two certification tests—a Knowledge Test and a Practical Judgment Test—to obtain the certification. The Knowledge Test measures occupational and technical knowledges and skills required for successful performance as adjudicators. The Practical Judgment Test presents scenarios describing typical cases and decisions that adjudicators handle on a day-to-day basis.

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Continuing Professional Education (CPE)
Once adjudicators become certified, they will be required to maintain currency of knowledge and skills for ongoing professional development. Specifically, certified adjudicators will be required to complete a prescribed number of hours of CPE. These requirements are necessary for adjudicators to enhance their current job-related knowledges and skills and to become familiar with new regulations and technological advances as these emerge.

ACP Resources

To access the ACP Resources, students must establish a DSSA ENROL account.

ACP Certification Guide
The Certification Guide provides DoD personnel security adjudicators with information about how to become professionally certified as a DoD Personnel Security Adjudicator—the requirements, process, and conditions that apply.

Optional Professional Development Plan and Coaching Guide
The Optional Professional Development Plan and the Coaching Guide provide assistance to supervisors in preparing candidates for certification, either prior to taking the tests or following an unsuccessful attempt. Although not a requirement for professional certification, these supplements to the program will assist candidates in reaching proficiency on each of the tasks identified in the skills standards.

ACP Study Guide
This Study Guide is designed to serve as a tool to help prepare candidates for the DoD Personnel Security Adjudicator Certification Tests. It provides a review of key areas of the DoD Personnel Security Program (PSP).

CPE Guide
The CPE Guide describes the requirements for maintaining the DoD Personnel Security Adjudicator Certification. It defines CPE hours, and the types of courses and activities that are eligible. It also provides procedures for tracking, verifying, and reporting these hours and includes a listing of relevant courses. The CPE Guide can be obtained from the ACP Study Guide home page.

Due Process Credential

Certified adjudicators who perform due process functions (i.e., drafting Statements of Reasons (SORs), evaluating responses to SORs, and recommending eligibility determinations or other actions following evaluations of response to SORs) may also qualify, through additional verified experience and supplemental testing for an additional credential for the performance of due process functions. To obtain this additional credential the candidate must:

(1) be a certified DoD Personnel Security Adjudicator,
(2) complete additional training,
(3) satisfy the additional due process experience requirements, and
(4) obtain a passing score on supplemental knowledge and practical judgment tests.

Upon successful completion of the due process credential tests, an additional certificate reflecting certification with due process credential will be awarded.

DoD Advanced Personnel Security Adjudication Course (PS301.01)
This instructor-led course covers the basis for and application of due process in unfavorable personnel security determinations. It emphasizes the evaluation and resolution of complex, multiple, and sensitive issues cases.

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Due Process Credential Study Guide

This Study Guide is designed to serve as a tool to help prepare certified DoD adjudicators who perform due process functions for the Due Process Credential Tests. It provides a review of key aspects of the DoD Personnel Security Program (PSP) as it relates to Due Process.

For questions regarding the Adjudicator Certification Program contact adjudicator.certification@dss.mil.

DSSA ENROL Account

All candidates must have an ENROL (Educational Network Registration and On-Line Learning) account. ENROL is DSSA's Learning Management System (LMS) that stores information critical to the certification process.

To access ENROL go to https://enrol.dss.mil. For technical support with ENROL contact the DoD Security Service Center, 888-282-7682.

Overview of the DoD Personnel Security Adjudicator Certification Program

Notes:
* Failure to meet the biennial CPE requirement will result in the loss of certification. An adjudicator who loses his or her certification will have to pass the tests again to reestablish the certification.

** Certified adjudicators who perform due process functions may also qualify, through additional training, verified experience and supplemental testing, for an additional credential for the performance of due process functions.

CAF Internal Training Program

- Entry-level Employee Establish DSSA LMS Account
- Adjudicator Training Program (2 courses)
- Optional Professional Development Plan and Coaching Guide

Reports of Completions

Certification Verification of On-the-Job Experience

Certification Knowledge and Practical Judgment Tests

Certification Continuing Professional Education (CPE) *

DSSA Learning Management System, (LMS)

Certification Requirements Met

Due Process Credential Requirements Met

Due Process Credential **

Due Process Knowledge and Practical Judgment Tests

Due Process Verification of On-the-Job Experience

Due Process Training Program (1 Course)

ACP Certification

Perform Due Process Tasks